

Faculty Ordinance
Faculty of Psychology
of Sigmund Freud University

(Resolution of the academic senate, 10.11.2017)

Preamble

On the grounds of and in accordance with the constitution of Sigmund Freud University Vienna, the following faculty ordinance for the Faculty of Psychology was resolved:

§ 1

(1)

The faculty members are called to serve academic research and academic education in the subject of psychology and associated disciplines at Sigmund Freud University as well as the development of psychology and associated disciplines and hence responsibly contribute to solutions of problems of humans as well as to a thriving development of the society and its natural surroundings.

(2)

In terms of research and research-led academic education, the faculty is geared towards the development of new academic knowledge. By an open-minded, tolerant community of teachers and students, the striving for education and autonomy through science by the individual is pursued in an enlightened knowledge society. The furtherance of students involves not only the development of skills and qualifications regarding academic contents as well as methodical proficiencies and personality development, but is also pursuing the goal to contribute to a mastering of societal challenges in a changing human and gender-neutral society and to enable students of the Sigmund Freud University of Vienna to act professionally and socially responsibly.

(3)

The institutions of psychology at the university branches Linz, Milano and the department of psychology in Berlin, belong to the Faculty of Psychology in Vienna.

§ 2

Bodies of the faculty are the faculty conference and the dean.

§ 3

(1)

The faculty conference serves the joint formation of will of the faculty in terms of all affairs that have been delivered to self-government by the university constitution.

(2)

The faculty conference is composed of the dean together with twelve people who have been dispatched by the curiae of the faculty:

- Three representatives of university professors (“professor’s curia”)
- Three representatives of university lecturers as well as research assistants of the academic research- and teaching programme (“central block’s curia”)
- Three representatives of students
- Three representatives of the non-academic staff (“administrative curia”) of the Faculty of Psychology

(3)

The term of office of the curiae’s representatives in the faculty conference ends after three years the latest. Re-elections of the curiae’s representatives are organised and performed by the curiae themselves; reappointments are permitted.

(4)

A member of the equal opportunities working party has the right to participate the faculty conference meetings in advisory capacity.

§ 4

(1)

Organisation and direction of the faculty conference must be managed by the dean.

(2)

The dean must call the faculty conference in each semester. Further and if it appears to be necessary, the dean or three freely chosen members of the faculty can call for further faculty conferences in addition to the faculty conferences that take place two times per semester or in the second case, induce the calling by the dean. If the dean receives the information of such a request by three members of the faculty conference in terms of the foresaid, he has to call for the meeting within the next two weeks from the time of knowledge. An in this way called faculty conference must take place within another four weeks.

(3)

The call must be carried out in written form or by e-mail. It has to be communicated to the members at least a week before the meeting and has to contain the location, time and a preliminary agenda. Within three days before the meeting's start, each member can introduce suggestions to the agenda.

(4)

The dean creates the agenda. It must at least include:

- i) Opening
- ii) Determination of the presence of members
- iii) Determination of the presence of the proper calling and the quorum
- iv) Determination of proxy voting
- v) Approval of the last call's protocol

- vi) Approval of the agenda
- vii) Report of the chairperson
- viii) Report of the curiae
- ix) Any other business

(5)

The faculty conference takes place in a location of the Sigmund Freud University in Vienna. However, participating in the faculty conference can also take place by means of a distance communication, such as a telephone or video conference.

(6)

If all members of the faculty conference are gathered in the same place at the same time, a faculty conference can take place without a preceding call, if there is an ad-hoc agreement by all members to the conduct of the faculty conference. The requirements of the first half of the sentence foresaid are also deemed to be fulfilled, if the person concerned is present by means of a distance communication.

§ 5

(1)

The tasks of the faculty conference include:

- a) The decree resp. the change of the faculty ordinance;
- b) The election of a dean;
- c) The election and delegation of representatives of the faculty in the senate of the Sigmund Freud University as well as in other bodies if this is necessary as well as the withdrawal of such representatives;
- d) The approval of changes in the examination regulations;
- e) The approval of the implementation of new study programmes;
- f) The approval of changes in the rules of professional conduct;
- g) The approval of changes in the habilitation regulations;
- h) The conduct of appeal hearings under academic senate supervision;
- i) The conduct of habilitation procedures under academic senate supervision;

- j) The participation in the withdrawal of the dean due to a serious breach of duty, a conviction, a lack of health fitness or due to a justified loss of confidence;
- k) The statement on the development plan presented by the dean;
- l) The statement on objective agreements that have been negotiated with the rectorate;
- m) The statement on changes in the internal structure of the faculty;
- n) The participation in the further development of quality instruments.

(2)

The faculty conference has a quorum, if at least half of the members are present, except in cases regulated by § 5 (3). Ordinary resolutions apply, except in cases regulated by § 5 (3). Simple majority is given, when the number of votes is bigger than the half of the number of present eligible voters who attended the conference. Eligible voters, to whom votes have been transferred, are to be dual counted.

In case of a draw in the vote, the vote of the chairperson decides (casting vote).

(3)

For the election of the dean resp. for a resolution regarding the withdrawal of the dean due to a serious breach of duty as well as for the change of the faculty ordinance, the physical (also by means of a distance communication enabled) presence of at least two third of the members of the faculty conference is necessary. Proxy votes do not apply in this case.

Resolutions on the withdrawal of the dean require unanimity, whereat the person concerned by the claim is not eligible to vote. Resolutions that lead to a change in the faculty ordinance need the consent of at least two third of the present members of the faculty conference.

(4)

Excepting cases severally regulated by § 5 (3), resolutions of the faculty conference can also be passed by a circular resolution. The voting takes place after the notification of all faculty members by electronic means, such as by the sending of an e-mail or by using an electronic voting platform.

(5)

The faculty conference can also deploy committees to fulfil its tasks. The chairperson of the committee needs to be elected by the faculty conference by an ordinary resolution.

Subsequently, the committee chairperson selects the additional members of the committee.

Committee members may but not necessarily need to be members of the faculty conference.

However, the composition of the committee needs to be authorised by the faculty conference.

For the work of the committee, regulations by the faculty conference apply by analogy.

§ 6

(1)

The dean manages the Faculty of Psychology. In accordance with the constitution of the Sigmund Freud University, she or he is ultimately responsible for all regularly conducted university studies and university courses, in coordination with the management of the psychotherapeutic outpatient clinic for all conducted services within the psychotherapeutic outpatient clinic as well as for the parts of the faculty budget that come within the ambit of self-government. Further, the following tasks rank among her resp. his duties:

- The preparation of a development plan of the faculty, in coordination with the rectorate's development plan;
- The negotiation of objective agreements with the rectorate;
- The development of suggestions on further internal differentiation of the faculty;
- The warranty of the collaboration of the departments of psychology resp. the institutes of psychology at dislocated university branches with the parent house in Vienna;
- The resolution of agreements on the faculty budget that come within the ambit of self-government with the chancellor of the university;
- The strategic plan and orientation of academic research;
- The active empowerment of junior scientific staff;
- The supervision of further development and implementation of different measures of quality assurance in cooperation with the vice-rector who is responsible for quality assurance of the teaching programme;

- The organisation and direction of the faculty conference.

(2)

Members of the faculty conference corresponding to the professor's curia possess the passive franchise for the election of the dean. The election is held according to the terms specified by § 5 (3) by a secret voting of the faculty conference. The formal appointment is carried out by the rectorate.

(3)

The term of office continues for three years; reappointments are permitted.

(4)

The dean can be recalled by the rectorate after a hearing by the faculty conference (in line with the terms specified in § 5 (3)) due to a serious breach of duty, a conviction, a lack of health fitness or due to a justified loss of confidence.

(5)

If the dean considers a representation necessary, he can appoint a vice-dean from the circle of the members of the professor's or the central block's curia.

(6)

The dean is authorised to delegate single tasks or, in the event of absence or if unable to carry out her or his duties, complete to his capacity associated tasks to the vice-dean until recalled. Further, the vice-dean represents the dean, if she or he cannot carry out her or his duties due to objective reasons and an adjournment of the duty would have a substantially negative effect.

(7)

Except for her or his ultimate responsibility for all conducted study programmes offered by the faculty, the dean can delegate responsibility for a study programme or study course to a member of the academic permanent staff. The head of a study programme or a study course is called "study programme/course coordinator".

(8)

Except for her or his ultimate responsibility, the dean can delegate responsibility for the conduct of psychology programmes at the dislocated university branches to a member of the local academic permanent staff. The head of the study programmes is called “head of the department of psychology”.

§ 7

This faculty ordinance comes into force with official permission of the competent bodies of the Sigmund Freud University Vienna and by announcement to all faculty members.